



City of Algona
200 Washington Blvd.
Algona, WA 98001
(253) 833-2897

City of Algona
Business & Occupation Tax Return
Please make checks payable to the City of Algona

REPORTING PERIOD:

JAN-MAR ☐ APR-JUN ☐ JULY-SEP ☐ OCT-DEC ☐ ANNUAL ☐

Business Name

Algona Business License #

Street Address

UBI #

City

State

Zip

Federal Tax ID #

SECTION I: Business Changes

Please note any changes to your business

- ☐ Business Closed or sold. Please note date & new owner below
☐ Business moved. Please note new address below
☐ Mailing address changed. Please note new mailing address below
☐ Phone number changed. Please note new phone number below

SECTION II: Gross Receipt Tax

Tax Class Column 1	Gross Receipts Column 2	Deductions Column 3	Taxable Receipts Column 4	Tax Rate Column 5	Tax Due Column 6
Extracting/Extracting For hire				.00045	
Manufacturing/ Processing for hire				.00045	
Wholesaling				.00045	
Printing/Publishing				.00045	
Retailing/Retail Service				.00045	
Service & Other				.00045	
TOTALS					

If your **TOTAL** gross receipts (column 2) are less than \$40,000 (annual return) or \$10,000 (quarterly return) you are exempt from Algona's Business & Occupation tax. Write **EXEMPT** under TOTAL and mail in your return.

SECTION III: Deductions (see instructions for details)

Type of Deduction	Amount of Deduction from Section II – Column 3
Foreign & Interstate retail & wholesale sales	
Cash/Trade Discounts	
Credit Losses/Bad Debt	
Gross Receipts reported to another City- detail below	

City	Gross Receipts	City	Gross Receipts

SECTION IV: Square Footage Tax The square footage tax is paid by businesses with a physical location in the City of Algona in excess of three thousand square feet that has no reportable gross receipts outlined in section II.

Square Footage Column 1	Tax Rate Column 2	Square Footage Tax Column 3	Tax Due (if annual, multiple by four) Column 4
	.015		

SECTION V: Amount Due

Total Due Sections II & IV	
Credit (attach multiple activity credit form)	
Penalty	
Interest	
TOTAL DUE	

Due Dates: 1st Quarter April 30th 2nd Quarter July 31st
 3rd Quarter October 31st 4th Quarter January 31st
 Annual January 31st

Penalties:

1 – 30 days delinquent 5% (minimum \$5.00) 31 – 60 days delinquent 15% (minimum \$5.00)
 61+ days delinquent 25% (minimum \$5.00)

I certify, under perjury, that I have examined this return and any accompanying schedules and statements, and to the best of my knowledge and belief, it is a true, correct and complete return.

Signature of owner or representative	
Title	
Phone Number	
Date	



City of Algona
200 Washington Blvd.
Algona, WA 98001
(253) 833-2897

City of Algona
Business & Occupation Tax Return
Multiple Activities Credit Form

Business Name	
---------------	--

SECTION 1: External Credits Use this section if you have sold products in Algona that were extracted, manufactured, or printed in another jurisdiction for which you paid eligible gross receipts taxes; or you have extracted products in another jurisdiction which were manufactured, partially manufactured, or printed in Algona.

Activity resulting in a tax credit	Column 1 Taxable Amount	Column 2 Algona	Column 3 Other Gross Receipts City	Column 4 Credit (Lesser of column 2 or 3)
		Gross Receipts Taxes Paid		
A. Selling in Algona products extracted, manufactured, or printed outside of Algona				
B. Extracting products in another jurisdiction which were manufactured in Algona				

SECTION II: Internal Credits – Use this section if you sold products in Algona which were also manufactured, extracted, or printed in Algona.

Activity resulting in a tax credit	Column 1 Taxable Amount	Column 2 Extracting Tax Paid	Column 3 Manufacturing or printing Tax Paid	Column 4a Wholesaling Tax Paid	Column 4b Retailing Tax Paid	Column 5 Credit
C. Manufacturing activities on products extracted in Algona						
D. Selling in Algona products extracted, manufactured, or printed in Algona						

Total external & internal credits from Section 1 – column 4 & Section II – Column 5 (Transfer this amount to the credit line on Section V under credits of the City of Algona Business & Occupation Tax Form)	
--	--

INSTRUCTIONS:

1. Find the activity which applies to your business (more than one may apply).
2. Enter in Column 1 the taxable amount (gross less deductions) pertaining to the activity.
3. Calculate the amount of the credit as explained below and enter the total amount of the credits in part I Column 4 and Part II Column 5 into the total credit box.

External Credit

1. Enter in Column 2 the Algona B&O tax applicable to the activity (use tax rates shown on tax return).
2. Enter in Column 3 the tax paid to another local jurisdiction on the same taxable amounts.
3. Enter in Column 4 the lesser of Columns 2 or 3.

Internal Credit

1. Enter in Columns 2, 3, and 4a & 4b the Algona B&O tax paid on each of the activities, as applicable.
2. For activity C enter in Column 5 the lesser of the tax amount in Column 2 or Column 3.
3. For activity D, enter in Column 5 the lesser of the tax amount in Columns 2, 3, or the combined total of Column 4a and 4b.
4. If tax amounts are equal (one is not less than the other) then enter one of the tax amounts in Column 5.

City of Algona Business & Occupation Tax Instructions

Every person, firm, association or corporation doing business in the City, unless qualified for an exemption, is subject to the business & occupation tax and must file a tax return. Algona's Business & Occupation tax is due only if the total gross income from receipts, income or value of products is over \$40,000 per year or \$10,000 per quarter.

EXEMPTIONS: (Pursuant to AMC 5.06.090)

- A. Non-profit corporations or non-profit organizations. This chapter shall not apply to non-profit organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as hereafter amended, except with respect to retain sales of such persons.
- B. City exempt from Tax. The City of Algona is exempt from the tax levied by this chapter.
- C. Public Utilities. This chapter shall not apply to any person in respect to a business activity with respect to which tax liability is specifically imposed under the provisions of Chapter 5.08 AMC.
- D. Investments - dividends from subsidiary corporations. This chapter shall not apply to amounts derived by persons, other than those engaging in banking, loan, security, or other financial businesses, from investments or the use of money as such, and also amounts derived as dividends by a parent from its subsidiary corporations.
- E. Employees.
 - 1. This chapter shall not apply to any person in respect to the person's employment in the capacity as an employee or servant as distinguished from that of an independent contractor. For the purposes of this subsection, the definition of employee shall include those persons that are defined in the Internal Revenue Code, as may be amended hereafter.
 - 2. A booth renter, as defined by RCW 18.16.020, is an independent contractor for purposes of this chapter.
- F. Amounts derived from sale, lease or rental of real estate. This chapter shall not apply to gross proceeds derived from the sale, lease or rental of real estate. This, however, shall not be construed to allow an exemption of amounts received as commissions from the sale of real estate, nor as fees, handling charges, discounts, interest or similar financial charges resulting from, or relating to, real estate transactions. This chapter shall also not apply to amounts received for the rental of real estate if the rental income is derived from a contract to rent for a continuous period of thirty (30) days or longer.
- G. Mortgage brokers' third-party provider services trust accounts. This chapter shall not apply to amounts received from trust accounts to mortgage brokers for the payment of third-party costs if the accounts are operated in a manner consistent with RCW 19.146.050 and any rules adopted by the director of financial institutions.
- H. Amounts derived from manufacturing, selling or distributing motor vehicle fuel. This chapter shall not apply to the manufacturing, selling, or distributing motor vehicle fuel, as the term "motor vehicle fuel" is defined in RCW 82.36.010 and exempt under RCW 82.36.440, provided that any fuel not subjected to the state fuel excise tax, or any other applicable deduction or exemption, will be taxable under this chapter.
- I. Amounts derived from liquor, and the sale or distribution of liquor. This chapter shall not apply to liquor as defined in RCW 66.04.010 and exempt in RCW 66.08.120.
- J. Casual and isolated sales. This chapter shall not apply to the gross proceeds derived from casual or isolated sales.

K. Accommodation sales. This Chapter shall not apply to sales for resale by persons regularly engaged in the business of making retail sales of the type of property so sold to other persons similarly engaged in the business of selling such property where:

1. The amount paid by the buyer does not exceed the amount paid by the seller to the vendor in the acquisition of the article, and

2. The sale is made as an accommodation to the buyer to enable the buyer to fill a bona fide existing order of a customer or is made within fourteen (14) days to reimburse in kind a previous accommodation sale by the buyer to the seller.

L. Taxes collected as trust funds. This Chapter shall not apply to amounts collected by the taxpayer from third parties to satisfy third party obligations to pay taxes such as the retail sales tax, use tax, and admission tax.

SECTION I – BUSINESS CHANGES: Check any applicable box and provide specific details in the space provided.

SECTION II – GROSS RECEIPTS TAX: If your business generates gross receipts, determine which business tax classification(s) relate to your business activity (Column 1). Businesses conducting several types of activities may report in more than one tax classification.

Column 2: Enter the total gross receipts on the appropriate tax classification line.

Column 3: Enter amounts of any deduction listed in Section III that you are entitled to for each tax classification. Some of the allowable deductions are: foreign and interstate retail and wholesale sales; cash discounts taken by customers; credit losses or bad debts, and gross receipts reported to another city.

Column 4: Subtract the values entered in Column 3 from those entered in Column 2, and enter the result.

Column 5: If the total amount in Column 4 is greater than \$10,000 (for quarterly) or \$40,000 (for annual) - multiply the tax rate listed in Column 5 for each tax classification by the taxable amount entered in Column 4. Enter the result in Column 6. If the total amount in Column 4 is less than the exemption level enter "0" in Column 6. You must file a Business & Occupation tax form with the City of Algona even if no taxes are due.

TOTALS: Add the values entered in Column 6 and enter the results in the Section II Total Tax Due box.

SECTION III - DEDUCTIONS: Complete Section III: Deductions, by identifying the reasons for any deduction that you are entitled to and the tax classification to which they apply.

Foreign & Interstate retail & wholesale sales: You may deduct from the measure of tax under the retailing or wholesaling classifications amounts derived from the sale of tangible personal property outside the State of Washington.

Cash/Trade Discounts: You may deduct from the measure of tax the amount of cash discounts actually taken by the purchaser. This deduction is not allowed in arriving at the taxable amount under the extracting or manufacturing classifications with respect to articles produced or manufactured, the reported values of which have been computed according to the value of products.

Credit Losses/Bad Debt: You may deduct from the measure of tax the actual amount of credit losses sustained by a taxpayer whose regular books of account are kept upon an accrual basis.

SECTION III – DEDUCTIONS (continued):

Gross Receipts reported to another City: If you are subject to an eligible gross receipts tax **ON THE SAME ACTIVITY** in more than one jurisdiction you may be entitled to a deduction as follows:

1. **With respect to the sale of goods and services:** If you paid B & O taxes to another City for the sale of goods and/or services, you may deduct the amount equal to the gross receipts used to measure that tax from your City of Algona return.
2. **With respect to intangibles:** Gross income derived from the sale of intangibles such as royalties, trademarks, patents or goodwill shall be assigned to the jurisdiction where the business/person is located. A person subject to an eligible gross receipts tax in more than one jurisdiction gross income derived from intangibles may deduct from the measure of tax the gross income used in measuring the eligible gross receipts tax paid to the other jurisdiction where the person's headquarters is located.
3. **With respect to contracts:** If you paid B & O taxes to another City for gross receipts on the privilege of accepting or executing a contract, you may deduct the amount equal to the contract price used to measure the tax due to the other City from your City of Algona return.
4. **With respect to Manufacturing products within and without the City:** If you manufacture products in Algona using products that you also manufactured outside of Algona and paid an eligible gross receipts tax to another City for, you may take a deduction from the manufacturing classification of the value of products manufactured outside of Algona reported to another B & O tax City.

SECTION IV – SQUARE FOOTAGE TAX: Complete Section IV if your business is located in Algona and generates no gross receipts.

Column 1: Enter the total square footage of the building

Column 3: Multiply the amount in column 1 by the rate in column 2 and enter the amount in column 3.

Column 4: If reporting quarterly, enter the amount in column 3 into column 4. If reporting annually, multiply the amount in column 3 by 4 and enter into column 4.

SECTION V – AMOUNT DUE:

Enter the total due from Section II (gross receipts tax) or Section IV (square footage tax) in the field provided.

Enter any credit due (attach multiple activity credit form) in field provided.

If overdue, calculate the penalty on the amount reported in the Total due from Sections II & IV field. Enter penalty in the field provided.

If overdue, calculate interest on the total tax due and enter the amount in the field provided.

All overdue tax balances are subject to an annual interest charge. Interest is calculated as follows: $(\text{rate}/365) \times \text{tax due} \times \text{days outstanding}$. Call for the current interest rate.

Total all fields for amount due.